

# Request for Proposals

## *Mary Park Restroom Remodel*



City of New Richmond  
156 East First Street  
New Richmond, WI 54017

**Proposal Due Date: April 28, 2021, at 1:00 PM**

## 1. SUMMARY AND BACKGROUND

The City of New Richmond is seeking Proposals to design, provide all materials and equipment, and to perform the construction required for complete remodel of the Mary Park restrooms. The intent of this project is to create two additional ADA compliant, unisex restrooms within the existing building.

The purpose of this Request for Proposal (RFP) is to solicit bids from interested contractors to complete the entire project.

Proposals shall be submitted to:

City of New Richmond  
Attn: Erik Evenson  
156 East First Street  
New Richmond, WI 54017

Proposals must be received by **April 28, 2021, at 1:00 PM.**

The City of New Richmond reserves the right to reject any or all Bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional bids. The City of New Richmond will reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Contract Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the City of New Richmond will reject the Bid as nonresponsive. The City of New Richmond also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 1:00 PM, April 28, 2021. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

## **INSURANCE REQUIREMENTS**

The successful bidder will be required to carry insurance in the following amounts throughout the duration of the construction process.

- A. Worker's Compensation and related coverages:
  - 1. State: Statutory
  - 2. Federal, if applicable (e.g., Longshoreman's): Statutory
  - 3. Employer's Liability:
    - (a) Bodily injury, each accident \$100,000
    - (b) Bodily injury by disease, each employee \$100,000
    - (c) Bodily injury/disease, aggregate \$500,000
  - 4. Foreign voluntary worker compensation: Statutory
- B. Contractor's Commercial General Liability
  - 1. General Aggregate \$2,000,000
  - 2. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
  - 3. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable.
- C. Additional Insureds:
  - 1. City of New Richmond

## **SALES AND USE TAXES**

The City of New Richmond is exempt from Wisconsin State sales and use taxes on materials and equipment to be incorporated in the Work (Exemption No. 41872). Said taxes shall not be included in the Bid.

The contractor shall be responsible for attaining any permits required for this project and to pay associated fees.

## **3. PROJECT PURPOSE**

**The purpose of this project is as follows:**

The City of New Richmond is seeking proposals to design and construct the remodeling of the existing Mary Park restrooms to create two unisex restrooms within the existing building and remodeling the interior space.

## 4. PROJECT SCOPE

The City of New Richmond seeks a firm to design, provide any necessary drawings or layouts, and complete the construction of the restroom remodel. The following tasks are estimated but not limited to the following: (Contractor shall be responsible for complete list of tasks to complete the project)

### **Remodel Two (2) Existing Restrooms**

- **Demolition**
  - Remove all equipment, fixtures and materials which have been designated to be replaced
- **Masonry**
  - Patch/repair interior walls
- **Plumbing**
  - Furnish and install ADA compliant restrooms
    - Four (4) Toilets (commercial grade)
    - Four (4) Sinks (wall-hung commercial grade with photoeye)
- **Carpentry**
  - Furnish and install all restroom accessories (grab bars, toilet paper dispensers, soap dispensers, sanitary napkin disposal)
  - Furnish and install two (2) new special needs adult changing tables.
  - Furnish and install new hand driers (Xlerator ® XL-W Hand Dryer)
  - Furnish and install occupied/vacant deadbolt to two (2) exterior doors.

This project and the proposal cost shall include all design, approved plan meeting all required state codes, all labor, all materials, and disposal costs and also include the following:

- Design fees
- Plan preparation
- All required permits (fees to be waived for City permits)
- Prior to commencement of construction, Contractor shall submit all drawings, cut-sheets, and equipment specifications to City for approval.
- All construction, labor, and materials required for finished project.
- General clean-up

## 5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### **Request for Proposal Timeline:**

- **April 13, 2021**– Release RFPs
- **April 14 – April 27, 2021** – Contractors schedule time to visit project site.
  - **Contact:**

Director of Public Works  
Erik Evenson  
Office: (715) 243-0439  
Cell: (715) 977-1659  
Email: [eevenson@newrichmondwi.gov](mailto:eevenson@newrichmondwi.gov)

- **April 28, 2021** – Proposals due to Director of Public Works by 1:00 PM.
- **April 28, 2021** – Consideration of bids by Park Board.
- **May 10, 2021** – Possible award by City Council.

**Project Timeline:**

Construction work on this project is allowed daily, Monday through Friday between 7:00 AM and 7:00 PM. No work shall take place on holidays or weekends without written permission from City of New Richmond.

Work shall not commence until Contractor work plan and shop drawings have been approved by City.

**Work shall commence in 2021 calendar year and be completed within 30 days of commencement.**

**6. PROPOSALS**

All proposals must include proposed costs to complete the tasks described in the project scope.

In addition to the base project proposal, proposers shall also provide the following alternative additional cost proposals:

**Base Bid Proposal Cost:**                      \$ \_\_\_\_\_

The City of New Richmond reserves the right to determine which proposal to accept as it deems most advantageous to the City.

**7. BIDDER QUALIFICATIONS**

Prospective bidders are required to meet all qualifications and specifications of this Request for Proposals in order to be considered for award. If a vendor does not clearly demonstrate capability of completing the project, they may be disqualified.

Bidders should provide the following items as part of their proposal for consideration:

- A list of similar projects successfully completed for which comparable work has been performed, along with a list of references.
- Proof of insurance.

Questions for the City of New Richmond should be gathered into one email communication from the prospective bidder and submitted to Erik Evenson, Director of Public Works, at [eevenson@newrichmondwi.gov](mailto:eevenson@newrichmondwi.gov) . All inquiries must be received by April 23, 2021. All inquiries

made by prospective bidders will be answered by the City by April 26, 2021, and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

## **8. Terms and Conditions**

The City of New Richmond reserves the right to reject any or all bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional bids. The City will reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its bid, takes exception to any provision of the Contract Documents, or attempts to alter the contents of the Contract Documents for purposes of the bid, then the City will reject the bid as nonresponsive. The City also reserves the right to waive all informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful bidder.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the City, its officers and employees, as additional insured.

Award by the City of New Richmond shall be made to lowest responsible bidder.

The contract resulting from the award of this RFP shall commence on upon execution after award by the Common Council.

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City's best interest.

All costs associated with preparation, submittal and presentation of proposals shall be borne by the proposer.

Bids shall remain valid for 60 days from the bid receipt date.